

CONTRACT FILE CONTENT CHECKLIST

INSTRUCTIONS: Set forth below is a list of essential items to be included, as appropriate, in each contract file. The list is not all-inclusive; therefore, Contracting Officers must refer to the Federal Acquisition Regulation (FAR) and other related regulatory material to insure that all actions required by Statute, Executive Order and/or Regulation are accomplished and documented in the contract file. The Checklist will be updated periodically and contracting personnel must be alert to any changes in the updated form. Contracting Officers will indicate hereon the contents of each file when released. Additional papers pertinent to the procurement action will be identified in the spaces provided. Papers will be placed in the file in the order indicated by the numbers (filed consecutively, with the highest number on top).

ITEM NO.	DOCUMENT	APPL & IN FILE	ITEM NO.	DOCUMENT	APPL & IN FILE
1	Purchase Request or Procurement Directive		18	Record of Late Proposals	
2	Acquisition Plan		19	Equal Employment Opportunity a. <input type="checkbox"/> Contractor's Affirmative Action Representation (FAR 22.810)	
3	Source List/Request for Solicitation			b. <input type="checkbox"/> Contractor's Certification of Nonsegregated Facilities (FAR 22.810)	
4	Small Business—Coordination Record (AF Form 3055)			c. <input type="checkbox"/> Pre-Award Compliance Action (FAR 22.810)	
5	Synopsis Record				
6	Other Than Full and Open Competition Authority (J & A and Related Correspondence)		20	Contractor's Statement of Contingent Fees a. <input type="checkbox"/> Separate Statement Filed Hereunder	
7	Determinations and Findings—Authorization for Use a. Cost Type Contracts			b. <input type="checkbox"/> In Proposal Documents Filed Under Item _____	
	b. CPFF Contracts			c. <input type="checkbox"/> SF 119, "Contractor's Statement of Contingent or Other Fees," Filed Hereunder	
	c. Incentive Type Contracts				
	d. Personal or Professional Services Contracts				
	e. Architect—Engineer Services Contracts				
8	f. Time and Material Labor Hour Contracts		21	Certificate of Independent Price Determination a. <input type="checkbox"/> Separate Statement Filed Hereunder	
	Other Determinations/Approvals a. Nonpersonal Services (FAR 37.103)		b. <input type="checkbox"/> In Proposal Documents Filed Under Item _____		
	b. Unpriced Order Under Basic Ordering Agreement		22	Buy American Act a. <input type="checkbox"/> Contractor's Certification	
	c. Call Procurement Arrangement		b. <input type="checkbox"/> Approval of Exceptions		
	d. Warranties		23	Exceptions Covering Purchases From Soviet Controlled Areas	
	e. Liquidated Damages		24	Correspondence Relating to Contractor Performance in a Foreign Country (DFARS 25.870)	
	f. Facility Expansion/Modernization		25	Balance of Payments Program Correspondence/Approvals	
	g. Contracts With Government Employees (FAR 3.603)		26	Technical Evaluation Memorandum Covering Evaluation of Proposals	
	h. Multi-Year (DFARS 17.103-1)		27	Evaluation of Transportation Cost Factors (DD Form 1654)	
	i. Options—Quantity (FAR 17.205)		28	Subcontracting Plan (FAR 19.702)	
9	DD Form 1423 Data a. <input type="checkbox"/> Correspondence—Requirements		29	Make or Buy Decisions	
	b. <input type="checkbox"/> Contractor's Data Certification (DFARS 27.410-2)		30	Request for Pre-Award Survey (PAS) & Results of PAS	
	c. <input type="checkbox"/> Adjusted Priced List (DFARS 15.871(d))		31	SBA Certificate of Competency or Denial of Certificate of Competency	
10	Copy of Special Briefings Made		32	Contracting Officer's Determination of Contractor's Responsibility	
11	Record of Pre-Proposal Conference		33	Authorization to Issue Unpriced Action	
12	Request for Proposal or Letter Request for Proposal/Quotation and Modifications Thereto		34	Approval of Additional Government-Owned Facilities	
13	"No Proposal" Correspondence		35	Approval of Use of GFP/CFP Fuel and Oil	
14	Abstract of Proposals		36	Request for Royalty Approval (AF Form 3054)	
15	Protests Before Award (FAR 33.1) a. <input type="checkbox"/> Agency		37	Memo Regarding Availability of GFP—Bailment	
	b. <input type="checkbox"/> GAO		38	Memo Relative to Reliability and Maintainability (AFR 800-18)	
	c. <input type="checkbox"/> GSBGA		39	Approval of Overtime Premiums (FAR 22.103-4)	
16	Unsuccessful Proposals and All Correspondence With Each Unsuccessful Offeror in Chronological Order		40	Unusual Progress Payment Authority (FAR 32.501-2)	
17	Successful Proposal and All Correspondence With Successful Offeror Prior to Execution of Contractual Document in Chronological Order.		41	Indemnification Approval (DFARS 28.70)	
			42	Value Engineering Omission Determination	
			43	Deviations Approval	
CONTRACT NO.			CONTRACTING OFFICER (Signature and Date)		
MODIFICATION NO.					

ITEM NO.	DOCUMENT	APPL & IN FILE	ITEM NO.	DOCUMENT	APPL & IN FILE
44	Contractor's Price or Cost Data a. <input type="checkbox"/> In Proposal Under Item _____ b. <input type="checkbox"/> Separate Papers Filed Hereunder				
45	DCASR/AFPRO Analyst and/or ACO Pricing Comments				
46	Audit Reports				
47	Copy of Pre-Negotiation Conferences/Briefings				
48	Certificate of Current Cost or Pricing Data a. <input type="checkbox"/> Separate Statement Filed Hereunder b. <input type="checkbox"/> Attached to _____				
49	Waivers/Determinations Regarding Cost Accounting Standards (FAR 30.304, 30.402-2)				
50	Price Negotiation Memorandum, Including Weighted Guidelines				
51	Computation Used to Arrive at Lowest Evaluated Price/Quantity Discount				
52	Reports a. <input type="checkbox"/> DD Form 1499				
53	Security Requirements a. <input type="checkbox"/> Checklist (DD Form 254) b. <input type="checkbox"/> PCO Determination (AFR 205-4)				
54	Evidence of Availability of Funds a. <input type="checkbox"/> Administrative Commitment Documents or Other Appropriate Forms b. <input type="checkbox"/> Other Evidence Shown On _____ Filed at Item _____				
55	Request for Writing of Contractual Document				
56	Staff Judge Advocate Coordination (AF Form 3059)				
57	Individual Procurement Action Report (DD Form 350)				
58	Correspondence Regarding Execution of Contractual Document a. <input type="checkbox"/> Letter Transmitting Documents for Signature of Contractor b. <input type="checkbox"/> Miscellaneous Correspondence Regarding Exceptions Taken to Document c. <input type="checkbox"/> Letter Evidencing Contractor's Execution of Document				
59	Verification of Requirement				
60	Small Business Status Challenges/ Notice to Unsuccessful Offerors				
61	Notification of First Time Producer of Parts (DFARS 17.7203(d))				
62	Contractual Document a. <input type="checkbox"/> AFAPC b. <input type="checkbox"/> Contractor's c. <input type="checkbox"/> Contract File				
63	Notice of Award				
64	Local Review Committee Sheet				
65	Procurement Committee Contract Approval Record				
66	Copy of Report of Contract Award (DFARS 5.3)				
67	Post-Award Conferences (FAR 42.503)				